

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – May 28, 2020
VIA TELECONFERENCE - 2:00 PM**

Meeting was called to order by Commissioner Williams. Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONERS:

Ross G. Angilella	Absent
Anna Marie Wright	Present
Steve Williams	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford C. Stokes
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Claims Service	AmeriHealth Casualty Services Denise Hall Stephen Andrick Paulette Kelly Linda Tinsley-Page
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Qual Lynx
Chris Roselli

PERMA
Robyn Walcoff
Jennifer Conicella

CEL Underwriting Manager	Conner Strong & Buckelew
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Attorney	Laura Paffenroth
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Treasurer	David McPeak (absent)
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Auditor	Bowman & Company LLP
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Risk Management Consultant (CCIA)	Hardenbergh Insurance Group
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ALSO, PRESENT:

Joshua Friedman, Camden County
Bob Cornforth, Camden County MUA
Ed Hill, Camden County Board of Social Services
Ceil Murphy, Camden County College

Cathy Dodd, PERMA Risk Management Services
Rachel Chwastek, PERMA Risk Management Services
Brandon Tracy, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF APRIL 23, 2020

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	2 Ayes, 0 Nays

CORRESPONDENCE: None.

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee met on May 20th via Zoom, it was well attended and a variety of topics were discussed. Mr. Prince advised the Safety Committee is scheduled to meet again on June 17th. Mr. Prince then asked if there were any questions and concluded his report.

CLAIMS COMMITTEE: Ms. Conicella advised the claims committee met on 5/5/2020 and reviewed the PARS to be reviewed today in closed session. Ms. Conicella then concluded her report.

EXECUTIVE DIRECTOR:

Insurance Commission Dividend – The Fund Office has been reviewing the available dividend options with the Treasurer for the member entities. A \$1,500,000 dividend is being recommended out of Fund Years 2011, 2012, 2013 and 2014. A breakdown of the member entity shares appears in the agenda. Each member entity will need to pass a resolution authorizing the release of the funds.

NJ Excess Counties Insurance Fund (NJCE) – The NJCE last met on April 23, 2020. At the last meeting the Executive Director provided a verbal report. Included in the agenda was a written summary of the meeting. The NJCE is scheduled to meet again on June 25, 2020 at 9:30 AM.

2020 Meeting Schedule – We did not have a time set for our June meeting. The NJCE has postponed the luncheon on June 25th celebrating 10 years of the Fund for later in the year. We are suggesting the Commission also meet on June 25th at 10:30 AM. This meeting would be held telephonically. We are requesting approval of the below meeting dates and time. The September meeting would be held at the Dipiero Center.

MOTION TO AMEND THE 2020 MEETING SCHEDULE

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	2 Ayes, 0 Nays

Certificate of Insurance Issuance Reports – Included in the agenda was a copy of the certificate of issuance report from the NJCE listing the certificates issued for the month of April. There were 4 certificate of insurances issued during April.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Motion Commissioner Wright
Second: Commissioner Williams
Vote: 2 Ayes, 0 Nays

CCIC Financial Fast Track – Included in the agenda was a copy of the Financial Fast Track Report as of March 31, 2020. The report indicates the Commission has a surplus of \$28,309,931. Line 10 of the report, “Investment in Joint Venture” is the Camden County Insurance Commission’s share of the equity in the NJCE. CCIC’s current equity in the NJCE is \$4,486,440. The total cash amount is \$32,721,466.

NJCE Property and Casualty Financial Fast Track - Included in the agenda was a copy of the NJCE Financial Fast Track Report as of March 31, 2020. The report indicates the Fund has a surplus of \$16,112,208. Line 7 of the report, “Dividend” represents the dividend figure released by the NJCE of \$3,607,551. The total cash amount is \$29,318,877.

2020 Property & Casualty Assessments - The second assessment payment was due on May 15, 2020. If you have not already remitted your payment please process payment and send to the Commission Treasurer, David McPeak.

Legal Defense Panel Contracts – Request for Proposals for Legal Services for the Camden County Insurance Commission was issued and advertised. Responses were due on Friday, May 22, 2020 at 11:00 AM. Included in the agenda was a copy of a memorandum from Laura Paffenroth to the Commissioners regarding the responses. Included in the agenda was Resolution 28-20.

Mrs. Paffenroth advised she had sent this to the Commissioners. It’s the same process the attorney does every year, and if anyone has any questions she is happy to answer them.

MOTION TO ADOPT RESOLUTION 28-20 AUTHORIZING AWARD OF CONTRACTS, PURSUANT TO A PUBLICLY ADVERTISED REQUEST FOR PROPOSALS, BY AND BETWEEN THE CAMDEN COUNTY INSURANCE FUND COMMISSION AND VARIOUS LAW FIRMS FOR INCLUSION IN THE LEGAL DEFENSE PANEL AND FOR THE PROVISION OF SPECIAL/CONFLICTS COUNSEL SERVICES

Motion Commissioner Wright
Second: Commissioner Williams
Vote: 2 Ayes, 0 Nays

The Executive Director then asked if there were any questions and concluded his report.

Executive Director's Report Made Part of Minutes.

TREASURER: The Bills Lists and the Treasurer’s Reports were included in agenda.

**MOTION TO APPROVE RESOLUTION 29-20 MAY BILLS LIST.
IN THE AMOUNT OF \$ 55,730.19**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	2 Ayes, 0 Nays

ATTORNEY: Nothing further to report.

CLAIM SERVICE: Ms. Conicella they are closely monitoring the COVID claims and working with Ameri-health to help facilitate discussions with the excess carriers. If anyone has any questions, please reach out. The claims will be discussed in closed.

CLAIM SERVICE: Ms. Hall reviewed the Medical Savings Report for April which was included in the agenda. Ms. Hall advised the total billed for April was \$252,454.00 and the total paid was \$98,794.00 with a savings of \$103,233.00 or 51.10%. Ms. Hall advised the net savings was \$82,586.40 and network utilization was 96%.

SAFETY DIRECTOR: Mr. Prince reviewed the April-May Risk Control Activity Report which was included in the agenda, along with several Safety Directors bulletins that were distributed electronically were also included. Instructions for the live webinar training were included in the agenda, as instructor led training has been suspended until further notice. The new webinar style training format begins on June 2nd. The course catalog has been distributed, and there are a variety of safety videos that can be streamed online. The CEL website, under the Safety tab, has instructions for how to access those videos. Mr. Prince asked if there were any questions and then concluded his report.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO OPEN MEETING TO PUBLIC

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	2 Ayes, 0 Nays

Seeing no members of the public wishing to speak Commissioner Williams moved a motion to close the public comment portion of the meeting.

MOTION TO CLOSE MEETING TO PUBLIC

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	2 Ayes, 0 Nays

CLOSED SESSION: Commissioner Williams read Resolution 30-20, Resolution for Closed Session, and requested a Motion for Executive Session (in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-12) to discuss payment authority requests.

MOTION TO APPROVE RESOLUTION 30-20 FOR CLOSED SESSION

Motion Commissioner Williams
 Second: Commissioner Wright
 Vote: 2 Ayes, 0 Nays

MOTION TO RETURN TO OPEN SESSION

Motion Commissioner Williams
 Second: Commissioner Wright
 Vote: 2 Ayes, 0 Nays

Commissioner Williams made a motion to approve the PARS/SARS discussed during closed session.

MOTION TO APPROVE THE FOLLOWING PARS/SARS

<u>CLAIM #</u>	<u>AMOUNT</u>	<u>SAR/PAR</u>
2087	\$ 60,217.08	PAR/SAR
2306	\$ 109,289.05	PAR
2346	\$ 55,997.23	PAR
2317	\$ 49,022.05	PAR
9111	\$ 65,500.00	PAR
1903	\$ 92,203.00	PAR/SAR
9985	\$ 13,199.00	PAR

Motion Commissioner Williams
 Second: Commissioner Wright
 Vote: 2 Ayes, 0 Nays

Commissioner Williams advised the next meeting is scheduled for June 23, 2020 at 2:00 PM.

MOTION TO ADJOURN:

Motion Commissioner Williams
 Second: Commissioner Wright
 Vote: 2 Ayes, 0 Nays

MEETING ADJOURNED: 2:44 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary